

BOARD OF COMMISSIONERS MEETING
January 21, 2015
MINUTES

The Board of Commissioners for Rockville Housing Enterprises met in Regular Session on January 21, 2015 at 621 A Southlawn Lane, MD 20850.

PRESENT

Chair Edward Duffy
Vice Chair Henry Battle
Commissioner Rae Pearl Canizares
Commissioner Steve Marr
Commissioner Susan Krimer

IN ATTENDANCE

Executive Director Jessica Anderson
Ms. Erin Wilson, COR Liaison
Ms. Mary E Jones, Clerk

6:30 PM Call to Order:

Chair Edward Duffy called the meeting of Rockville Housing Enterprises to order.

6:31 PM CONSENT ITEMS:

Chair Duffy noted that the first item on the agenda was the approval of the minutes for the Regular Session Meeting of Rockville Housing Enterprises December 17, 2014. Commissioner Steve Marr offered a motion to approve the minutes for December 17, 2014 as presented. Commissioner Henry Battle offered a second. All present voted aye.

6:40 PM CITIZENS FORUM:

There were no Citizens present asking to address the Commissioners at this time.

6:41 PM INFORMATION EXCHANGE:

Executive Director's Report

- Participated in the monthly Fireside Park Owners meeting on December 17, 2014, with Humphry Management personnel.
- SEMAP Certification was confirmed RHE has attained High Performer Status.
- Christmas at the Pancake House was held on December 25th. The Pancake House supplied not only the breakfast but the transportation. Chair Duffy suggested that a letter of appreciation be written to the Pancake House for their generosity.
- The updated Personnel Policy has been completed and is ready for review. Director Anderson noted the items that were highlighted for special review and consideration. Discussion ensued. The areas of significant change were

highlighted on the draft copies. It was determined that RHE would no longer accept the transfer of accrued leave from another agency. It was also determined that RHE will no longer require an employee to see a physician of RHE's choice in determining the a person's disability as the disability insurance process takes care of the entire process. It was agreed by the Commissioners that further review of the Personnel Policy would be completed before the February meeting and that a motion for acceptance of the Personnel Policy would be considered at the February meeting. The Rental Assistance Demonstration Program (RAD) continues to be examined to determine if the program will be an option for RHE.

- HCV program utilization was 97% for the month ending December units and 101.5% for budget utilization for the month ending December. The Calendar Year to date voucher utilization is 93% and year to date budget utilization is 99%.
- The Mainstream Disabled and the Mod Rehab Programs are at 100% occupancy.
- The FSS Program is operating successfully with new enrollments and current participants attaining success in the areas of employment and homeownership.
- Classes in ESOL and CDL Certification are in the planning phase.
- Public Housing Occupancy for month ending December 2014 was 100%.
- The TARs increased in December by \$3759. There are 4 families being referred to the Sheriff for eviction for non-payment of rent.
- The RELP occupancy is at 96% with 1 absolute judgment and the eviction will be during the month of January. The actual date determined by the sheriff dependent on his schedule and weather conditions.
- There is one vacancy in the RHEP program.

7:45 CITY OF ROCKVILLE REPORTS: Erin Wilson

Ms. Wilson offered that The Upton at Town Center the Bainbridge at Shadygrove, and the Lara in Twinbrook would bring a total of 135 MPDU units on line. The Senior Building scheduled for construction at the old Bank of America property will also have MPDUs.

The update on the Southlawn Industrial Report is due to go to the Mayor and Council on February 2, 2015.

8:05 ACTION & DISCUSSION ITEMS:

Election of Officers for all RHE Boards and Subsidiaries.

Chair Duffy asked for nominations from the floor for the position of Chair.

Commissioner Steve Marr nominated Rae Canizares for the position of Chair.

Commissioner Susan Krimer offered a second. All present voted aye.

Chair Duffy asked Commissioner Canizares if she accepted the position. Commissioner Canizares agreed to accept the position.

Commissioner Steve Marr nominated Vice Chair Henry Battle to continue in the position of Vice Chair. Commissioner Susan Krimer offered a second. All present voted aye and Chair Duffy asked Vice Chair Battle if he would continue in the position. Vice Chair Battle agreed to accept the position.

8:30 ADJOURN to Executive Session to review personnel matters.

Hearing no further business to come before the Board, Chair Canizares asked to have the Regular Session meeting of the Rockville Housing Enterprises adjourned and called the Board to Executive Session. A motion was made by Commissioner Steve Marr to adjourn the Regular Session and reconvene in Executive Session for a personnel matter and a second was offered by Vice Chair Battle. All voted aye

9:00 EXECUTIVE SESSION CONCLUDED, REGULAR SESSION CALLED TO ORDER

Board of Commissioners unanimously approved the cost of living bonus pay for the staff and the new Job Classification Schedule and updated Job Descriptions.

9:30 ADJOURNMENT OF REGULAR SESSION

Commissioner Duffy moved for adjournment, Commissioner Battle second the motion, meeting adjourned.